# KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President JENNIFER MISEGAN, Vice President SUSAN J. LAFERNIER, Secretary TONI J. MINTON, Assistant Secretary DOREEN G. BLAKER, Treasurer Keweenaw Bay Tribal Center 16429 Beartown Road Baraga, Michigan 49908 Phone (906) 353-6623 Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

# **CLEANING PERSON**

One (1) Full-time, Non-Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

Completed Keweenaw Bay Indian Community application
Copy of valid, unrestricted Michigan Driver License
Copy of High School Diploma, GED, or High School Certificate of Completion
Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
If you are a Veteran, you must attach a copy of your DD214
If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community Hannah Beesley, Personnel Director 16429 Beartown Road Baraga, MI 49908 906-353-6623, ext. 4140 & 4176

Fax: 906-353-8068

Email: personnel@kbic-nsn.gov

Distribution Date: October 24, 2016

Closing Date: November 7, 2016 at 4:00 pm

Deba L Picciano 10/24/16
TERO Approval Date

## KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President JENNIFER MISEGAN, Vice President SUSAN J. LAFERNIER, Secretary TONI J. MINTON, Assistant Secretary DOREEN G. BLAKER, Treasurer Keweenaw Bay Tribal Center 16429 Beartown Road Baraga, Michigan 49908 Phone (906) 353-6623 Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE. SR.

#### **POSITION ANNOUNCEMENT**

**POSITION:** 

**CLEANING PERSON** 

Full-time, Non-Exempt position

LOCATION:

Niiwin Akeaa Community Center

Baraga, Michigan

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SALARY:

Grade 3 (minimum starting wage \$9.80/hour)

### **QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be able to lift up to 50 pounds unassisted.
- Must be willing to work flexible hours, which will include evenings and weekends.
- Possess a valid, unrestricted driver's license; a good driving record, reliable vehicle, and vehicle insurance, and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and a Pre-Employment Physical.

**INDIAN PREFERENCE:** 

Preference will be given to qualified individuals of American Indian

descent.

**VETERAN PREFERENCE:** 

Preference will also be given to Veterans who do not have bad

conduct or dishonorable discharges (need DD214).

## **DUTIES AND RESPONSIBLITIES:**

Responsible for cleaning and maintaining the Niiwin Akeaa Community Center (including, but not limited to: Fitness Center, Youth Programs area, gymnasium, offices, kitchen, and commons area), Ojibwa Community College and the Pre-Primary Education Center.

Sweeps, mops, scrubs and vacuums hallways, stairs, and office spaces.

Empties all trash containers in offices.

Performs routine, light manual work in cleaning offices, hall and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.

Cleans and disinfects restrooms, toilets and sinks.

Cleans and disinfects fitness equipment and tanning equipment.

Advises supervisor when cleaning supplies and paper products for restrooms and other facilities need replenishing.

Re-stocks cleaning supplies and paper products upon delivery.

Dusts and cleans walls, doors, windows, woodwork and furniture.

Performs light grounds keeping.

Prepares and cleans facility before and after events.

Attends trainings as designated by supervisor.

Performs other job related duties as required by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date:

October 24, 2016

Closing Date:

November 7, 2016 at 4:00 pm